



# **ADMINISTRATION OF MEDICATION POLICY**

## **and**

# **CARE ARRANGEMENTS FOR ILL STUDENTS AND STUDENTS WITH MEDICAL CONDITIONS PROFORMAS**

The school is committed to taking all reasonable steps to provide a safe environment for students, including by ensuring staff fulfill their duty of care in relation to any medication or administration of medication.

### **ADMINISTRATION OF MEDICATION**

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From time to time, many students attending school may need medication. As part of their duty of care, teachers should assist students, where appropriate, to take their medication. The school will ensure health information about students is managed sensitively and in accordance with this policy.

The Lake Primary School will follow the Department's policies and procedures in relation to the administration of medication for students. These are available at:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/supportplanning.aspx>

#### **Medication Management Procedures**

All medication (both prescription and non-prescription) will be administered to a student only with written permission from the student's parents/guardians by way of filling out the Medication Authority Form (**Appendix A**) and with the relevant documentation from the student's medical/health practitioner. In the case of an emergency, medication can be administered with the permission of a medical practitioner.

Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in student's Asthma Care Plan or ASCIA Action Plan for Anaphylaxis.

All medication to be administered at school must be:

- a. accompanied by written advice providing directions for appropriate storage and administration
- b. in the original bottle or container clearly labelled specifying the name of the student, dosage and time to be administered
- c. within its expiry date
- d. stored according to the product instructions, particularly in relation to temperature.

If necessary, The Lake Primary School will clarify directions about medication from the student's parents/guardians, who may need to contact the prescribing medical/health practitioner, including by requesting general information about safe medication practices.

#### **Administration of Medication**

When administering prescription medication to students, the Medication Authority Form must be consistent with the specific written instructions on the original medication (eg pharmacy label) noting the name of the student, dosage and time to be administered.

The principal (or nominee) administering medication must ensure that:

- the student receives;
  - a. the correct medication;
  - b. in the correct dose;
  - c. via the correct method (such as orally or inhaled);
  - d. at the correct time of day;
  - e. a log is kept of the medicine administered; and
  - f. Medication Authority Form (**Appendix A**) has been completed.

The School Medications Register will be completed by the person administering the medication. It is good practice to have at least two staff members:

- supervising the administration of medication
- checking the information noted on the medication log.

Our school **will not**:

- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
- allow use of medication by anyone other than the student to whom it is prescribed.

**Note:** Only in an emergency could this requirement be varied. For example, if a student is having an asthma attack and their own blue reliever puffer is not readily available, one should be obtained and given without delay.

The principal or their nominee will inform teachers of those students in their charge who require medication to be administered at the school. Teachers may be required to release students at prescribed times so they may receive their medication.

### **Self-Administration**

The school, in consultation with parents/carers and the student's medical/health practitioner, will consider whether a student can be permitted to self-administer their medication, having regard to the age and circumstances of the student.

The school will obtain written permission from the medical/health practitioner or the parents/guardians for the student to self-medicate, preferably in the Medication Authority Form.

**Note:** The principal has discretion to permit students to carry their own medication with them, preferably in the original packaging, when:

- the medication does not have special storage requirements, such as refrigeration
- doing so does not create potentially unsafe access to the medication by other students

### **Storing Medication**

The Lake Primary will ensure:

- medication is stored for the period of time specified in the written instructions received
- the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- medication is stored:
  - a. securely to minimise risk to others
  - b. in a place only accessible by staff who are responsible for administering the medication
  - c. away from the classroom
  - d. away from the first aid kit

### **Student Information**

Parents and/or guardians of students with a medical condition/illness must keep the school informed of current medical contact details, current medical conditions and appropriate medical history of the student.

Parents/guardians of all students with a medical condition/illness must provide the school with information to be incorporated into a Student Health Support Plan [see template at: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>] which will be provided to the student's teachers and those working with the student who need to be aware of their health support needs.

### **LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

- [DET Medication Policy](#)
- [DET Anaphalaxis Policy](#)
- [DET Health Support Planning Policy](#)
- [Health Care Needs](#)
- [DET Specific Condition Support](#)
- [SPAG - Asthma](#)
- [SPAG - Asthma First Aid Kits](#)

Appendices connected with this policy are:

- **Appendix A:** Medication Authority Form
- **Appendix B:** Student Health Support Plan

**This policy was last ratified by School Council May 11<sup>th</sup> 2016**

## Care Arrangements for Ill Students

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All staff at The Lake Primary will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

The Lake Primary will ensure that sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#). Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Any students in the first aid room will be supervised by a staff member at all times.

Staff administering first aid should be familiar with the Department's first aid requirements and procedures as outlined in the Schools Policy and Advisory Guide - <http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx#1>

Staff can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Staff will communicate students' health problems to their parents/carers as necessary.

### General Care Arrangements

If a student feels unwell they will be sent to the school office where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries a school nurse or level 2 first aid trained staff member will provide assistance.
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request that they take their children home where necessary.

See: [Medical Emergencies](#)

Any student with injuries involving blood must have the wound covered at all times.

Any student who is administered treatment by school staff will be reported to the Department by entering the details onto CASES21.

Resources:

[First Aid and Related Policies](#)

[Health Support Planning Forms](#)

[NURSE-ON-CALL](#).



# Student Medication Information Form



Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Home Group \_\_\_\_\_

Date Range of medicine to be administered (at school)

From \_\_\_\_\_ To \_\_\_\_\_

I request that my child be administered the following medication whilst at school as prescribed by the child's medical practitioner.

|                                | No. 1 Medication | No 2 Medication |
|--------------------------------|------------------|-----------------|
| <b>Name of medication</b>      |                  |                 |
| <b>Dosage</b>                  |                  |                 |
| <b>Time to be administered</b> |                  |                 |

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Parent Name \_\_\_\_\_

Parent Mobile Number \_\_\_\_\_

Office Use only:

| Date | Time | Signed |
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